

Champaign County Job Description

Job Title: Director of Food and Nutrition Services

Department: Food Service

Reports to: Nursing Home Administrator

FLSA Status: Exempt

Prepared Date: February, 2003

POSITION PURPOSE

Plans and directs the Nursing Home Food Service staff to ensure safe, nutritious and cost effective meals and snacks for residents, child and adult day care clients, employees and visitors, in accordance with Illinois Department of Public Health standards.

NATURE AND SCOPE

The Director of Food and Nutrition Services reports to the Nursing Home Administrator.

Reporting to this position is the Assistant Director of Food and Nutrition Services.

The Food Service Department provides food and nutrition services to the Champaign County Nursing Home and Juvenile Detention Center. The Nursing Home services include meals for residents, adult day care clients, child care - County employees, and visitors.

The Director of Food and Nutrition Services plans the operating food service budget for the Nursing Home and monitors monthly expenditures including the weekly inventory of food and supplies. This position, together with that of Administrative Secretary, coordinates the bid opening process used monthly for purchasing of food supplies. The Director or Assistant Director of Food and Nutrition Services attends monthly bid meetings and maintains records used. Evaluation of new food products for use in the facility are the responsibility of the incumbent.

The Director of Food and Nutrition Services must plan nutritionally balanced & therapeutic meals that reflect the likes and dislikes of residents, as well as Public Health regulations, and the production capacity of the Department.

The Director of Food and Nutrition Services works with staff in the development of food and nutrition goals and objectives which provide cost effective services that meet established guidelines of nutrition and sanitation. This position initiates policies and procedures which serve as standards and methods for the planning and evaluation of dietary responsibilities.

The Director of Food and Nutrition Services is an Illinois Licensed Registered Dietitian. All resident nutrition assessments are the responsibility of the Director of Food and Nutrition Services. The Director of Food and Nutrition Services is responsible for interviewing new residents within 72 hours of admission, calculating and evaluating meal intake records, and

documenting results on residents' charts, per IDPA regulations using complete documentation as needed.

The Director of Food and Nutrition Services manages the work of supervisory, skilled and unskilled staff responsible for the preparation and serving of meals and sanitation of work areas. In this capacity, the incumbent ensures staffing, training, and evaluation of staff. Developing menus to meet the nutritional needs of residents includes maintaining production sheets, cyclical menus, and suitable recipes, all of which must be evaluated on an ongoing basis. The Director of Food and Nutrition Services presents and interprets planning information to the Nursing Home Administrator. The incumbent ensures the compilation and presentation of fiscal and program performance information which may be utilized by the Nursing Home for arriving at funding decisions.

This position also prepares monthly departmental schedules, maintains adequate staffing as per IDPH regulations. The incumbent also monitors food service payroll, and authorizes overtime when necessary.

This position works closely with the Activities Department to coordinate their requests with available resources. These include Country Breakfasts, Birthday luncheons, Men's luncheons, and refreshments for various groups. Events involving other Nursing Home departments include Utilization Review/Infection Control Luncheons, etc. The incumbent also coordinates special projects including the Nursing Home Annual Tea and the Champaign County Credit Union Dinner. These special functions require menu planning, scheduling of staff, and rearrangements of production schedules.

The incumbent acts as a liaison with residents, families and staff on nutrition and food service matters.

The performance of the Director of Food and Nutrition Services is measured against the effectiveness of programs and services provided to the Nursing Home staff and visitors.

Minimum requirements necessary to perform the position responsibilities include graduation from an accredited college or university with a degree in a food service related field supplemented by at least three years' experience in an institutional food service, preferably in a health care setting. A Registered Dietician must be an Illinois Licensed Dietician. Experience preferred to be strong administratively, strong management and supervisory experience; excellent oral and written communication skills; or an acceptable equivalent combination of education and experience. Must be certified by the State of Illinois in Food Service Sanitation, knowledgeable of Federal, State and Local Food Service Regulations, and respect for principles of resident rights, confidentiality, EEO and ADA.

PRINCIPAL ACCOUNTABILITIES

Ensures the provision of safe nutritious food services to the residents of the Nursing Home, through the direction of subordinate staff.

Provides meals to residents, Adult Day Care clients, child care, staff and visitors, and to the Juvenile Detention Center by planning and directing menu preparation, supply and equipment acquisition and inventories, and employee staffing and training.

Ensures the planning and development of meals that meet nutrition standards by working with physicians to establish nutritional guidelines.

Development of nutrition care plans for all residents, participation in Interdisciplinary Team and Unit Care Conferences, and ongoing charting as required by the Illinois Department of Public Health.